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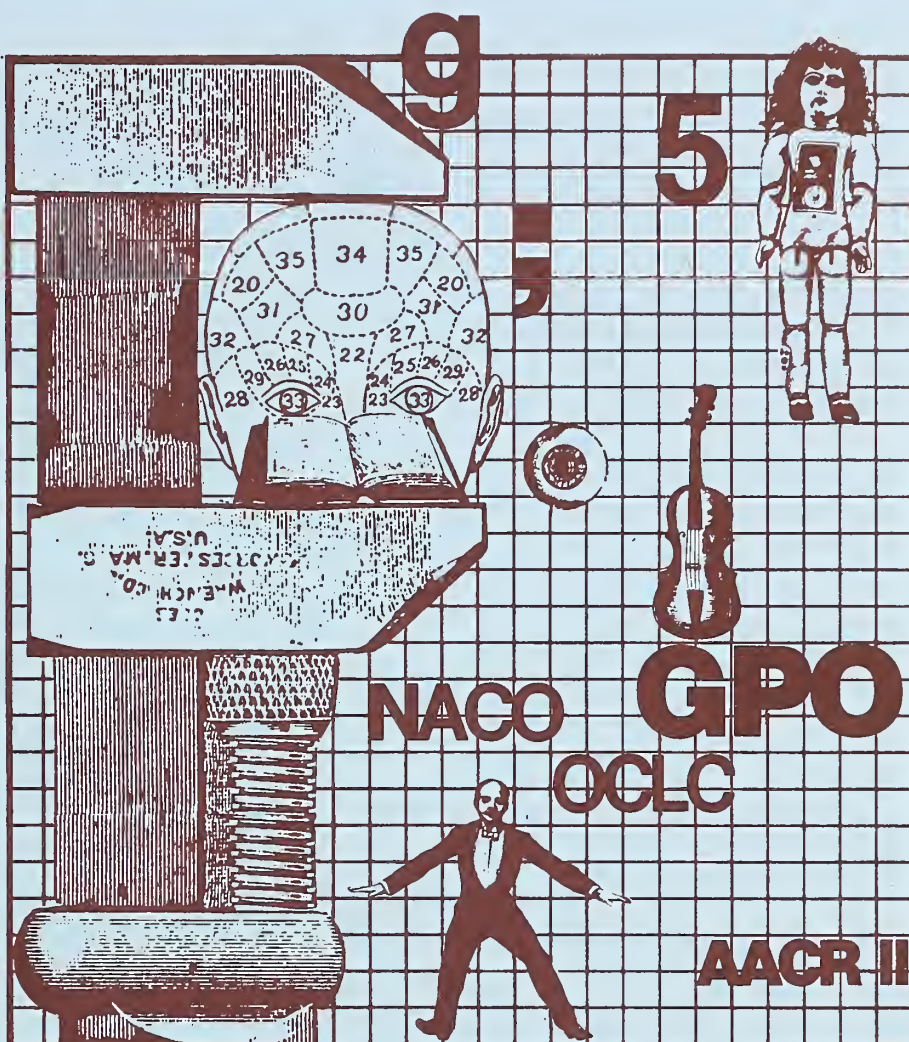
## GPO Cataloging and Monthly Catalog Production

[The following was presented at the summer meeting of the American Library Association, held in New York City, by GPO Cataloging & Classification Branch staff member, Loche McLean.]

Prior to 1974, the Government Printing Office used its own system for cataloging documents, as did most other Federal agencies. GPO's system involved the use of a locally produced cataloging manual and a locally maintained subject thesaurus. This local cataloging was transmitted to the public via the *Monthly Catalog* which was manually prepared and produced by hot type composition. The increasing volume of documents being printed by Federal agencies and therefore being cataloged by GPO forced the decision to move toward computerized production methods.

From 1974 to 1976, the cataloging practices remained the same but the *Monthly Catalog* was produced by the Administrative Terminal System (ATS). This computer system proved too cumbersome to handle the large amount of data required for *Monthly Catalog* production and the printing fell far behind. In response to public demand and to speed up production, the decision was made to join the Ohio College Library Center's network. Since many Depository libraries were already OCLC members, this would give them online access to GPO's records.

Joining this computer network had several far reaching effects on documents cataloging at the Government Printing Office. GPO had to agree to give up the independent system used for years and catalog documents according to Anglo-American cataloging rules and to use Library of Congress subject headings instead of the local thesaurus. To assure the quality of cataloging under the new rules, an extensive period of



training was begun acquainting catalogers with Anglo-American cataloging rules and providing interpretations when necessary for uniformity. Changing from the old method of using title words as index terms to the use of LC subject headings also caused problems which required training. Inputting of records and searching on computer terminals was a major adjustment for catalogers who had so long been accustomed to manual production methods. But, overall, the conversion to a new and much more complex system was made quickly and with little confusion.

The desire to use computer tapes for *Monthly Catalog* production was a primary reason for joining the OCLC network. Currently, GPO receives weekly tapes from the network. These tapes are held until a catalog's worth of data is

accumulated. The tapes are then sent from Alexandria, Virginia, to the main GPO building in the District of Columbia for processing. The data systems people run these tapes through programs which add the records to what is locally called the MOCAT current master file. Of course, before records are added to this file, they are sorted into SuDocs class order and "deduped" (i.e.: duplicates removed). This current master file contains the current year's worth of *Monthly Catalog* records. There is also a cumulative master file offline that contains all *Monthly Catalog* records input since joining OCLC.

At the same time the programs add the records to the current master, printouts are produced and sent to the Library Division, in Alexandria, for proofreading. Errors are marked and



the printouts are sent back downtown for the keying of corrections. This continues until the Library is satisfied and the approval is given to proceed with the printing process. The records are reviewed once more in a reverse image or negative stage before final approval is given.

Another goal when joining this nationwide network was the standardization of documents cataloging. Cooperation between libraries cataloging the same documents became even more desirable. This need for cooperation and standardization became readily apparent when the Government Printing Office first began to use the OCLC system. The quality and quantity of information on the document records found already on the data base made extensive recataloging necessary. A cooperative cataloging project was started to ease the cataloging burden in each library by providing full and useful OCLC records that each library could use for its own purposes. As a result of the project and the many document records entered by GPO into the system, the usefulness of document records found on the data base was greatly increased. Many records now found on the data base can be used by GPO with minimal changes.

Early in 1977, the Government Printing Office was contacted by the Library of Congress to explore cooperation between the two agencies. After a long period of discussion, the Name Authorities Cooperative Project (NACO) was begun. The first stage of the project was concerned only with corporate bodies. When the procedures were smoothed out and the project began to move rapidly, personal names were added.

As the details of the NACO project were completed, the two agencies began to explore their interpretations of AACR II. The goal was a uniform application of the rules as they apply to documents cataloging. These meetings resulted in agreement on the options of AACR II so that the Government Printing Office and the Library of Congress would agree on the descriptive cataloging of documents.

After agreement on AACR II was

reached, current cataloging under AACR I was examined. Joint procedures were worked out involving some reinterpretation of rules by the Library of Congress and some changes in cataloging practices at GPO.

The Library of Congress currently receives GPO cataloging information through monthly tapes which are sent as soon as processing is complete on the *Monthly Catalog*. These tapes are then made available to the public by the Cataloging Distribution Service. It is from these tapes that GPO cataloging is made available to libraries from commercial vendors. The Government Printing Office does not distribute *Monthly Catalog* computer tapes.

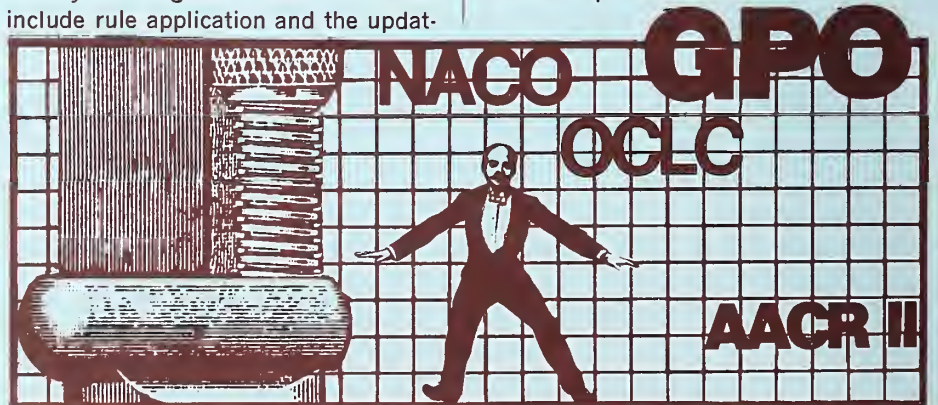
All of these cooperative efforts are aimed at making the Government Printing Office the center of authority for documents cataloging. This goal is to be reached in descriptive cataloging in October of this year with the adoption of the new cataloging code and is on schedule at the present time. GPO is already establishing AACR II headings and filing them for future use. These headings are not used at present, but will be ready for use when the switch to AACR II takes place. Catalogers from the Government Printing Office will be trained for AACR II at inhouse sessions with LC catalogers. After the training and the conversion to AACR II takes place, GPO's cataloging on OCLC will be the documents record which will be used by the Library of Congress.

In another area, the Government Printing Office is working closely with the National Serials Data Program and the Serials Record Division of the Library of Congress. Areas of interest include rule application and the updat-

ing of GPO serials records. Deeper cooperation is being explored and GPO will apply for Conversion of Serials Project (CONSER) membership before the end of the year. By taking these steps, it is hoped the same level of cooperation in serials cataloging will be achieved as has been reached in descriptive cataloging of documents.

In July of 1980, the Government Printing Office will begin to hold discussions with the Subject Cataloging Division of the Library of Congress concerning GPO's use of LC subject headings. Hopefully, these talks will lead to GPO's subject cataloging being accepted with the same authority as its descriptive cataloging. Then GPO's records will be used by the Library of Congress which will add only class numbers, card numbers, etc.

The current automation plan at the Government Printing Office calls for a completely independent system at GPO which will be linked to OCLC but which will allow GPO catalogers to operate free of OCLC restrictions such as downtime, single line transmission, etc. Catalogers would enter documents online into a local computer facility which would then take charge of communications with the data base in Ohio. This system would allow GPO to automate all authority files currently on three by five cards. Numerous steps would be saved not to mention waiting time at the crowded card file area. The system would also allow for online editing of records. This would eliminate the movement of materials back and forth between the library and data systems area. This operation alone should save weeks of production time.





## Questions and Answers

### Depository Library Council to Meet in Historic Old Town, Alexandria, Virginia

The Depository Library Council to the Public Printer will hold its Fall meeting in historic Old Town, Alexandria, Virginia. Registration and a session for Regional Depositories will be on Sunday, September 28th. Meetings will occur on September 29th, 30th, and October 1st. The place will be:

**Holiday Inn—Old Town**  
480 King Street  
Alexandria, Virginia 22314

Everyone interested in the Depository Library Program is most welcome to attend and participate. A block of 25 single rooms has been reserved especially for librarians. Reservations should be made early as this season is considered by many to be Northern Virginia at its most beautiful time of year. Just call the Reservation Desk at: (703) 549-6080; and for any special needs ask for Miss Lou Ann Wynne, Sales Director, at extension 104/105.

Located in Old Town, Alexandria, approaching historic Market Square near the Potomac River, this Holiday Inn with its arches and fountains is often mistaken for another classic 18th century building. It is only three miles south of National Airport, half a mile from Alexandria's AMTRAK Station, easily reached from Route 1, the George Washington Memorial Parkway, and the Mount Vernon Bicycle Trail!



**Q. Why are depository libraries no longer receiving supplements to the District of Columbia Code Annotated, 1973 Edition, volumes 1-3, selected as Item 990?**

**A.** With the granting of greater autonomy to the District of Columbia by Congress, the District has assumed responsibility for the Code. However, GPO still has available for purchase the three base volumes (Y4.J89/1:D63/24/973/v.1-3; Stock No. 052-070-01830-5; set \$50.05), and Supplement 5 (Y4.J89/1:D63/24/973/supp. 5; Stock No. 052-070-04530-2; paper \$26.00). Supplement 7, updating all since Supplement 5, and the projected revised Code for 1981 will be available for purchase from a publisher designated by the District. Libraries needing information on them can contact:

**Mitchie, Bobbs-Merrill Co.**  
Post Office Box 7587  
Charlottesville, VA 22906  
(804 -295-6171)

### LSDS Director Selected

The Superintendent of Documents, Carl A. LaBarre, announced on July 14, 1980, the selection of Mr. J. D. ("Jay") Young as the new Director of GPO's Library and Statutory Distribution Service.

### Duplicate Exchange Data

The Depository Library Council to the Public Printer is anxious to assess the effectiveness of various duplicate exchange procedures. If your library keeps statistics on this subject, the Council would like to hear from you. Those libraries which use the "Needs/Offers" service of HIGHLIGHTS, or other services, can help by sending data to:

**Ms. Pat Sloan**  
Documents Librarian  
Depository Library Systems  
Committee  
Nebraska Library Commission  
Lincoln, Nebraska 68508



### Regionals May Request Printouts

Regional Depository Libraries may now request a set of computer printouts showing items currently chosen by selective Depository Libraries within their region. These lists of item selections will facilitate interlibrary loans and can provide the basis for developing cooperative selection policies among neighboring depositories. Regional Depository Librarians who wish to receive a set of printouts should write to:

**Jay D. Young, Director**  
Library and Statutory  
Distribution Service  
Government Printing Office  
Washington, D.C. 20401



## Our Best Effort!

[Developing user awareness of Government publications is an ongoing enterprise. An imaginative approach comes to us from one of the two Regional Depositories in Louisiana. Why not share your own "Best Effort" with **HIGHLIGHTS** readers?]

For Government Documents Librarians operating in an academic setting, keeping faculty and graduate students aware of new GPO publications and soliciting feedback on public services can be difficult, especially on a sustaining basis. The Regional Depository at Louisiana Tech University participates in two regular programs titled the "Book Browse" and "Faculty Contact Session" to enhance current awareness and communications with its research-oriented users.

The "Book Browse" began five years ago and is held every October and April. Subject specialists, including the Documents Librarians, prepare attractive displays featuring the 50 to 100 most interesting and topical publications received by each area during the previous six months. Music, refreshments, and festive decorations grace the large Library meeting room where the event is held. All faculty and graduate students are notified by phone, in person, or by campus mail of the time and place for this two-day event.

Both Library professional and support staff rotate in half-hour shifts greeting guests, pouring coffee, and chatting with individuals about new-found research interests. Many times faculty members are observed sitting for hours in a corner engrossed in a prized acquisition. Because all areas of the Library are involved, faculty are treated to a *potpourri* of resources including non-print materials, on-line demonstrations, and the best of Federal publications. Also, the relaxed and informal atmosphere presents an opportunity for a faculty member to introduce a promising student to "the fella in Documents who can really set you up with that solar energy project you're working on."

A surprising spinoff of the "Book Browse" is the opportunity it presents



to the Documents Staff, while preparing the display, to reflect on the merits of recently received GPO publications. Technical and scientific materials tend to dominate the display, but efforts are made to include the arts, humanities, and social sciences. Frequently we pause to discuss among the Staff what is worth showing, using shipping lists and recent *Monthly Catalogs* as aids. This review reminds everyone of choice items which should be stressed to users seeking information on recurring topics. We even include our work-study students in the discussion by asking whether they have "shelved anything interesting lately."

Most valued from this activity, however, is the initiated or renewed personal contact which develops between the Library Staff and our attentive and appreciative audience.

The "Faculty Contact Session" is held once a month before the entire Library Staff and lasts 45 minutes to one hour. A local faculty member, always from a different academic department, is invited to review his or her recent research efforts. Among the variety of departments represented are English, Biomedical Engineering, Nuclear Science, Home Economics, and

Mechanical Engineering. In addition, all speakers are asked to respond to the following questions: 1) How the Library assisted their research, and 2) What the Library Staff could do to better assist future research.

The faculty contact was established by the Documents Librarian, who selects guests and deviously salts the program with faithful documents users. Often faculty members oblige by giving the Library Staff unsolicited testimony of the "invaluable materials" and "first-class service" offered by the Documents Department.

The "Faculty Contact Session" keeps the Library Staff informed on campus research activities. It also presents an opportunity for good-natured give and take over Library services, priorities, and policies. In the meantime, the Library Staff becomes more aware of the role that Government documents play in the information gathering efforts of an important segment of campus users.

William Serban  
Government Documents Librarian  
Louisiana Tech University Library  
Ruston, Louisiana





## Document Reviews

[HIGHLIGHTS welcomes short reviews by depository librarians of significant recent documents. Just send them typed double spaced to the Editor. Our most recent contributions are by Earl Shumaker, Head Librarian, Government Publications Department, Northern Illinois University Libraries, and by Stephanie Issette, Reference/Documents Librarian, Hackney Library, Atlantic Christian College.]

*Twenty Censuses: Population and Housing Questions, 1790-1980.* By Frederick G. Bohme. (Washington, D.C.: Commerce Department, Census Bureau, Data User Services Division, 1979.) Pp. 91. Paper. \$3.75. C 3.2:C 33/33. (Available through GPO Bookstores, Stock Number 003-024-01874-8.)

If one wishes to understand how census population and housing questions have evolved over the years

(from 1790 to 1980), and what instructions led to the entries on the basic records that are being used, then *Twenty Censuses: Population and Housing Questions, 1790-1980*, is a must!

Included in this work are the schedules through 1900 which are open to the public, and those from 1910 on which are confidential by law for 72 years. However, only existing records are considered in this work.

Excluded are schedules abridged or translated for use in outlying areas or among special groups such as transients and the Armed Forces. Likewise excluded are surveys of residential finance or housing inventory changes, taken with the 1950 and later censuses.

Up to 1820 there were no specific instructions given to census takers. Such as exist along with ones for later censuses are reproduced as found in the basic history of the period or the manuals of the enumerators. Since the 1910 instructions and concepts formed the basis for the decennial censuses that followed, only significant changes are considered for the subsequent years. Questionnaires and instructions for the 1950 Census and those following are not produced in the same detail as for those enumerations prior to 1950.

This work is organized into four sections: historical background; availability or population schedules; principal data collection forms; and a bibliography.

The emphasis of census questions since 1790 has changed from personal facts about individuals to data on housing, employment, income, transportation, ethnicity, education, and migration. The data user, the social researcher, the historian, and the genealogist should all find this publication of interest.

*Diet and Nutrition: A Resource for Parents of Children with Cancer.* By Diet, Nutrition and Cancer Program (DNCP) of the National Cancer Institute. (Washington, D.C.: HEW, Public Health Service, National Institute of Health, 1979.) Pp. 57. Paper. \$4.00. HE 20.3152:D 56/3. (Available through GPO Bookstores, Stock Number 017-042-00148-0.)

What an outstanding document on this sensitive subject! Written primarily for parents, *Diet and Nutrition* contains information on how to make foods more attractive, how to handle side effects from cancer treatment, preparing nutritious snacks, and adding protein and calories to the diet. Not only does the parent learn how to encourage the child to eat, but is also shown how metabolism and utilization of nutrients are affected by cancer and its treatment.

Complimenting the first two sections on nutrients and their role during cancer treatment, is a third section which contains beautifully illustrated foldout charts describing special diets. For example, if the child is on a high fiber diet, the chart shows what foods are included in the program and what foods are excluded. Approximately six diets are described along with a separate folded poster which explains proteins, carbohydrates, fats, etc., and their importance to the body.

Depending on the stage of the disease, cancer treatment can be a heart-breaking experience both for the child and the parent. This document also discusses psychological effects and successful ways to deal with stress. *Diet and Nutrition* will remain one of the most useful works on diets and cancer treatment for children.







